

JOB DESCRIPTION

TITLE: School Social Worker

TERMS OF EMPLOYMENT:

- 180 day contract
- Adopted school calendar in accordance with the EPEEA Contract

QUALIFICATIONS:

1. School Social Worker Licensure as required by ISBE

SUPERVISOR:

Director of Special Services

JOB REQUIREMENTS:

- To use professional knowledge, evaluation, and intervention to promote the educational development of each student.
- To follow District 86 and building policies, procedures, and regulations, and attendance standards.
- To implement the district's philosophy of education and instructional goals and objectives.

PERFORMANCE RESPONSIBILITIES:

1. Meets requirements called for in the current negotiated agreement.
2. Support district and building policies, rules and regulations.
3. Actively participates in professional development activities.
4. Provides consultation to parents, teachers, and administrators.
5. Acts as a liaison between schools, families, and community agencies.
6. Consults with teachers regarding modification of classroom instruction relevant to student needs such as adaptive behavior and functional life skills.
7. Plans and/or provides in-service training.

8. Participates in the screening of children including the selection and administration of screening instruments and procedures.
9. Conducts formal/informal observations of students.
10. Makes referrals to appropriate resources within the school and/or community.
11. Participates in the identification and solution of school problems.
12. Evaluates students to determine their need for school social work services.
13. Conduct evaluative assessments for students referred for special education.
14. Attends and participates in the determination of special education eligibility at eligibility review meetings.
15. Attends Eligibility Review and IEP meetings regarding students.
16. Assists the Director with insuring that appropriate paperwork is available at eligibility and IEP conferences.
17. Serve as the designee at IEP meetings when requested by Director.
18. Provides individual counseling services for students regarding issues affecting adjustment and/or performance within the educational setting.
19. Provides group counseling for students with common personal concerns.
20. Provides crisis intervention services.
21. Completes all reports in a timely fashion.
22. Serve as an auxiliary member for building-based pre-referral meetings.
23. Collaboratively completes a functional assessment on students with behavioral concerns and designs a behavioral modification program based upon the functional analysis results.
24. Develops and implements goals and objectives for students with IEP's.
25. Acquires progress monitoring data regarding students who receive Social Work Services.
26. Completes monthly Medicaid log and submits on time.

27. Provides support to parents and makes home visits when necessary.
28. Devotes a minimum of 3% of the normal work-day to ensuring that all reasonable and necessary precautions are taken to protect students, equipment, materials and facilities.
29. Performs duties as assigned by the Director of Special Services or district administration.

EVALUATION:

Performance of this job description will be evaluated in accordance with provisions of the ISBE and state law.

5-8-2012